

July, 2006

OBTAINING APPROVAL AS A NEW OPIOID TREATMENT PROGRAM

This memorandum provides an overview of the two-step process required to become a New Opioid Treatment Program ("OTP") in Indiana, beginning in 2006. The first step in being considered for approval as a new OTP is to obtain certification as an addiction treatment services provider. The second step is to apply for approval as a new OTP.

We hope this overview, along with the enclosed materials, will answer your questions and provide you with the information necessary to complete the application process. If you have questions concerning the application process, we encourage you to contact Alex-Michael Hoehne, Program Director, for certification (Step 1) questions, or Louise Polansky, Assistant Deputy Director, Addiction Services, for OTP approval (Step 2) questions. Their contact information appears below.

Step 1: Application for Addiction Treatment Services Provider Certification

Pursuant to 440 IAC 4.4, to obtain and maintain Regular certification as an addiction treatment services provider, an entity must obtain and maintain accreditation from an accrediting body approved by the Indiana Family and Social Services Administration Division of Mental Health and Addiction ("DMHA"). A list of approved accrediting bodies is enclosed. For clarification of the terms "accreditation" and "certification," refer to the definitions in 440 IAC 4.4.

An entity seeking to obtain approval as a new OTP must either have a Regular DMHA certification or must apply for and obtain a Temporary Regular DMHA certification. Depending on your current certification status, the document entitled "Required Attachments: Opioid Treatment Program Certification," will inform you on the specific attachments you must provide DMHA. All applicants must submit the following to DMHA:

- Application for Certification or Licensure (SF 48161)
- Facility Facts Record (SF 48160)
- Copy of required staff credential(s) if entity has not already achieved accreditation
- All required attachments attendant to the above forms

To be considered in the 2006 OTP approval process, applications for addiction treatment services certification **must be received by DMHA no later than September 1, 2006**. Applications should be submitted to:

Alex-Michael Hoehne, Program Director
Indiana Family and Social Services Administration
Division of Mental Health and Addiction
402 West Washington Street, Room W353
Indianapolis, IN, 46204-2739

Telephone: 317-232-7921; E-Mail: Alex-Michael.Hoehne@fssa.in.gov

Included in this packet are the following materials pertinent to Step 1:

- Application for Certification or Licensure (SF 48161)
- Facility Facts Record (SF 48160)
- Required Attachments: Addiction Treatment Services 440 IAC 4.4
- Required Attachments: Opioid Treatment Program Certification
- Accreditation Agencies Approved by DMHA and Addictions Counseling Credentials Approved by DMHA
- Indiana Mental Health and Addiction Information On-line
- Reference list for websites containing pertinent statutes and regulations

Step 2 : **Application for Approval to Establish a New Opioid Treatment Program**

After receiving Regular or Temporary Regular certification as an addiction treatment services provider, an entity may proceed to Step 2, application for DMHA approval as a new OTP. Pursuant to Public Law 28-2004, as amended by House Enrolled Act 1023 (2006), this approval is based on DMHA's evaluation of written materials submitted by the applicant addressing establishment of need for the program and "any other information required by the division."

An entity applying for approval as a new OTP must submit the following to DMHA:

- Application for OTP Approval (SF 52865)
- Required Documentation for Applicants for Approval as New Opioid Treatment Programs Form (SF 52686)
- All required exhibits attendant to the above forms

To be considered in the 2006 OTP approval process, application packets should be submitted in an envelope marked "OTP Approval Application," and **must be received by DMHA no later than November 1, 2006**. Applications should be submitted to:

Louise Polansky, Assistant Deputy Director,
Office of Addiction Services and Emergency Preparedness
Indiana Family and Social Services Administration
Division of Mental Health and Addiction
402 West Washington Street, Room W353
Indianapolis, IN, 46204-2739
Telephone: 317-232-7841; E-Mail: Louise.Polansky@fssa.in.gov

Included in the packet are the following materials pertinent to Step 2:

- Application for Opioid Treatment Program (OTP) Approval (SF 52685)
- Required Documentation for Applicants for Approval as New Opioid Treatment Programs (SF 52686)
- DMHA Administrative Directive of May 5, 2006
- List of current Indiana OTPs
- Reference list for websites containing pertinent statutes and regulations

Finally, please note that if you receive DMHA approval to establish a new OTP, you will still be required to demonstrate to DMHA that you have completed and obtained the relevant Substance Abuse and Mental Health Services Administration Center for Substance Abuse Treatment (CSAT) , U.S. Drug Enforcement Administration (DEA), and Indiana Professional Licensing Agency Controlled Substances Advisory Council (CSAC) approvals before commencing operations.